

GOVERNMENT DEPARTMENTS AND AGENCIES, KEY AND CARD ENTRY, PROCEDURES

2309. Mrs C.L. Edwardes to the Premier; Minister for Public Sector Management; Federal Affairs; Science; Citizenship and Multicultural Interests

For all departments and agencies under the Premier's control -

- (a) which require staff to use a key entry -
 - (i) how many keys are issued for each department or agency;
 - (ii) what procedures are in place for the return of a key on the permanent departure of a staff member; and
 - (iii) when were these procedures instituted;
- (b) which require staff to use a card entry -
 - (i) how many cards are issued for each department or agency;
 - (ii) what procedures are in place for the return of a card on the permanent departure of a staff member; and
 - (iii) when were these procedures instituted?

Dr G.I. GALLOP replied:

I am advised that :

Department of the Premier and Cabinet

- (a) (i) 535 keys as at 28 November 2003.
 - (ii) The following procedures are in place to ensure the return of a key on the permanent departure of a staff member:
 - As part of the termination procedure for employees, a checklist is sent by Human Resources to the relevant manager. The checklist includes the return of keys.
 - Keys returned are reconciled with staff terminations reports.
 - The list of currently issued keys is checked against the internal telephone directory.
 - Quarterly audits are conducted.
 - (iii) The procedures have been instituted over time. Some have been in place for over 5 years.
- (b) (i)-(iii) Not applicable.

Anti-Corruption Commission

The Anti-Corruption Commission has provided the following information:

- (a) Not applicable.
- (b) (i) All Anti-Corruption Commission staff use electronic access control cards.
- (ii) This function is managed by the Security and Risk Management Officer. Cards are returned at staff exit interviews. If for any reason they are not returned, or are lost, they are immediately disabled.
- (iii) This arrangement has been in place since 1999.

Governor's Establishment

Not applicable to the Governor's Establishment.

Office of the Public Sector Standards Commissioner

The Commissioner for Public Sector Standards advises as follows:

- (a) (i) Nil
 - (ii) Not applicable.
 - (iii) Not applicable.
- (b) (i) 42

- (ii) Cards are retrieved from officers on their last day of employment by the Corporate Services Division. If the card is unable to be retrieved for any reason, the access is immediately cancelled rendering the card useless.
- (iii) Ongoing.